



Ministry of
Labour

Women Crown
Employees Office

Let's Talk About Career Planning

Driver

Driver Examiner

Photographic Technician

Draftsman/Draftswoman

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'Let's Talk About Career Planning' is the title of a series of noon-hour seminars sponsored by The Recruitment and Counselling Task Force of Women's Advisors, Government of Ontario, in which career opportunities in specific fields were discussed by a panel of civil servants. This is one of a series of pamphlets recording the presentations made at the seminars.

We wish to thank all of the participants who gave their time and specialized knowledge to help fellow employees in their career decisions.



Ministry of
Labour

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George Barnes

Driver

Ministry of Industry
and Tourism

What do I like about being a driver?

I like the fact you work more or less on your own. No one stands over you. We have a certain amount of work to be done and as long as you do what is required of you, you're left alone.

You're out-of-doors a lot.

I have been a driver for fourteen years. I started in the stockroom and when this job was advertised, I applied for it. I had my driver's licence but of course I had to apply for my chauffeur's licence.

We are required to pick up and deliver mail, parcels, etc. Sometimes the parcels are heavy and awkward but it's all part of the job.

I have heard there are no women working as drivers and I don't know why. Although I said some of the parcels are heavy, you can always find a way to manage them.

And the pay is good. A beginning driver starts at \$190 a week and that's not bad.

I like the work. I think people who really like to work and who enjoy not being behind a desk all the time would find it a good way to earn a living.

Kathleen Cunningham

Driver Examiner

Ministry of Transportation
and Communications

I have been employed with the Ministry of Transportation and Communications since 1969 in the Driver Examination Section. For the first six months I was on a 'casual' basis only and worked exclusively in the test room, where I conducted the written tests, eye tests, and gave oral tests whenever the applicant had a language problem.

In May 1970, I was classified as clerk 2 general, this position has since been uprated to clerk 3 general. During the past five years I have worked at the Mississauga Examination Centre. The clerical staff work on a rotation system, with the result that all staff are able to work in any area. The assignments include dispatching road tests, statistical counts, cashier, daily activity report and bank report and general office routines.

In June this year, I reported to the Downsview Examination Centre for training as an examiner. The basic text for this position is the Examiner's Manual which I continue to use for reference. For one week I rode in the back seat of applicants' cars to observe my examiner instructor and occasionally I would instruct and my trainer would observe and offer constructive criticism of my performance. By the end of the training period the supervisor gave me a 'check ride' to certify that I had passed the course of training and was now ready to conduct driver examinations on my own. Although driver examiner has traditionally been a man's job, there are now eight women ex-

aminers in Ontario and we are accepted by both our peers and the applicants on the basis of our job performance.

As an examiner, I must be calm, orderly, businesslike but pleasant. I have to adjust quickly to the varying temperaments of each applicant. A nervous, confused or angry applicant is more apt to get rattled and become involved in a collision. If the test is properly carried out, the end results are more agreeable to the applicant and to me.

I have been trained to examine applicants applying for a driver's licence in all present classifications: operator, chauffeur, school bus, and motorcycle. Eventually, with the new classified licensing, I will also have to test the larger trucks and transports.

During the past three months I have had some varied and interesting assignments. I have tested TTC drivers for their class 2 licence and have substituted at an examination centre where most of the applicants had a language problem.

There are good opportunities for advancement. I could become supervisor of an examination centre, branch into driver improvement as a review officer, or enter Vehicle Inspection and Highway Carrier Division.

Janet Minarik

Photographic Technician
Registrar General
Ministry of Consumer
and Commercial Relations

Because I had an interest in photography and media studies, I took a two year course in communications arts at a community college. While in this course I found that my main interest was photography, specifically darkroom work.

When I left school I worked for two years as a darkroom technician in a small commercial firm.

In October 1973, I accepted a position with the government as a photographic technician 2 to operate a photostat camera.

My job involves reproducing documents photographically, as well as doing some work with microfilm which involves photographing documents and putting them on film for record keeping purposes.

Operating a photostat camera is not a difficult job but may involve some heavy lifting as well as mixing chemicals and performing minor repairs that may be needed for the day-to-day operation of the machine.

There are basic education qualifications required for anyone hoping to become a photographic technician. I found, both at school and on the job, that once you have the basic knowledge of the camera, chemistry and the optics, this knowledge can be applied in many different areas.

The community colleges and technical schools offer many courses through their extension programs and I feel that they are valuable to anyone interested in the field.

Also don't forget to watch for lower rated jobs in ministries which have an activity in the photographic area. There may be jobs posted for 'operators' to operate related equipment. You can always get valuable experience on the job and at the same time you can take further studies and prepare for advancement.

Supervisor, Drafting and Procedures
Ministry of Transportation
and Communications

Thirty years ago I started to work with the Ontario Department of Highways in the Legal Surveys Branch as a junior draftsman.

My formal education consisted of two years of high school in a technical course which covered general drafting including architectural, machine shop, electrical and sheet metal drawing. This training taught me basic drafting skills.

At that time there were no courses at the schools for training survey draftsmen so the DHO set up their own school for in-house training.

Usually a junior draftsman's first job is tracing from a detail prepared by an experienced draftsman and producing the final plan in ink on drafting linen or some other durable material. At this stage the requirements are basic drafting skills, some artistic ability and a reasonable degree of speed. Since the use of mechanical lettering devices is widespread throughout the drafting field, freehand lettering is no longer a requirement; however, it is an asset.

One of the personally rewarding features about drafting, I feel, is that you end up with a product, a completed plan with your name on it.

It didn't take me long to realize that if I wanted to progress as a survey draftsman I would require more than pure drafting. So I went to night school and took some special courses to acquire the mathematics that I needed to advance. From this I was able to advance from tracing to plotting and calculating. A new challenge, a new interest.

I also found it to my advantage to study on my own the various statutes related to highways, surveys and survey law and land registration.

The more I advanced, the less I became involved in pure drafting and more in mathematics and the legal aspects of surveys. At the working level of draftsman 2 the job is probably 80 per cent mathematics, legal and problem solving and 20 per cent drafting. And as a supervisor my drafting was dropped and I concentrated on the administrative, legal, and problem-solving aspects of the operation.

Today there are still no schools that I am aware of for the specific training of a legal survey draftsman. The survey technician courses at the community colleges offer survey drafting along with field training. The general drafting courses cover some survey drafting as a part of the overall course along with other types of drafting. Therefore the Ministry of Transportation and Communications still does most of their own in-house training. Over the years the land surveys staff have written an excellent set of precis covering the subjects that a legal survey draftsman is expected to know so that the employee may study at home on his or her own time.

We will still hire grade 12 or 13 students who have some drafting training and a good grade in math. New employees will start much the same as I did — tracing. They will be given the necessary precis and assigned to an experienced draftsman who will guide them with the studies, assign and mark homework and generally prepare them to write the first set of ex-

aminations. If successful, they will be re-classified. Following the same procedure, they study for the next set of exams.

I supervise two distinct drafting groups. One involved in complex computerized mathematics to generate precise mathematical values for co-ordinate control surveys and very little drafting. The other involved in almost pure drafting with a bit of graphic arts, producing organization charts, graphs, illustrations for manuals, forms, maps and posters.

I feel that there are excellent opportunities for both men and women in the survey drafting field if you are prepared to put forth some effort and devote some of your own time to advance.

Frances Hicks

Special Equipment Officer and Food Service System Designer
Ministry of Government Services

I have been with the Ministry of Government Services Design Services Branch for nearly seven years. My job is special equipment officer, categorized as designer 2.

My earlier work as a draftsman and designer familiarized me with many types of equipment and I was assigned the additional job of designing institutional kitchens, serveries, and food service systems. This is a job that requires a great amount of drawing-board work from the first concept to the finished details. So I sometimes give the detail work to a draftsman in the office to complete from sketches and notes. I am responsible for writing my own specifications to be incorporated into the contract documents. Again it was my earlier training both on the job and with extra courses that gave me the knowledge required to accurately describe the construction of each section of the design so that the contractor can construct the units and install them accordingly.

My first job was hydrographical surveyor and draftsman for HMC dockyard in Halifax. And when I moved to London, Ontario, I went into topographical survey and drafting.

I soon realized that my experience in mechanical drafting combined with my art and engineering training (I had studied mining engineering at Dalhousie University and attended the Nova Scotia College of Art) offered more opportunities in the mechanical field. So I got a job designing casings for power lawn mowers, compressors and rolling mill dies. I moved on to do electrical design for an electronics firm and then to plant engineering with another.

For a while after coming to Toronto I did freelance work for a steel company which involved laying out roof structures for plazas, etc., calculating loads and detailing connections.

Then I went to work for a steel company in Toronto as a detail draftsman. However, because of my previous experience and ability to work quickly I was soon doing more complicated work involving calculations and later qualified for sales engineering. When I came to the government as a special equipment officer my previous experience allowed me to take on the work as food service systems designer.

Within the Ministry of Government Services there are numerous opportunities for women draftsmen. At present we have an electrical designer who upgraded her position with

night courses at Ryerson, several draftswomen in our accommodation branch and a woman fire alarm systems designer.

Anyone in clerical work wanting to change to the technical field should first of all go to work in a technical office and learn all the technical terms and their application. During this time they should take night courses as offered by Ryerson or a community college in straight drafting and then offer to do a few jobs on the drawing board in the office during a lull in their own work. After becoming more familiar with the requirements they should upgrade their knowledge with further studies in the field of their choice.

Actually all drafting is cross-related, with common sense being your biggest ally when changing from one type of drafting to another.

I can well recommend drafting as a career in itself or as a stepping stone to other things. There is no end to opportunities in this field. All that is required is the desire to learn, an aptitude in mathematics and the ability to put yourself in the place of the person who has to translate your drawings into a finished product.

There is no greater feeling of accomplishment than to see your first design in the finished and operating state.